OneNote Cheat Sheet

Notebooks, Sections and Pages

Open Existing Notebook	Ctrl + O
New Section	Ctrl + T

New Page:

At Bottom of Section	Ctrl + Alt + N
Below Current Page	Ctrl + Shift + N
New Subpage	Ctrl + Alt + Shift + N
New Side Note	Ctrl + Shift + M
New Side Note	Win + Alt + N
Move or Copy	Ctrl + Alt + M
Mark as Unread	Ctrl + Q
Insert Document or File	Ctrl + N + A-Z

Navigating

Move Section to Right	Ctrl + Tab
Move Section to Left	Ctrl + Shift + Tab
Move Up Pages	Ctrl + Page Up
Move Up Pages	Ctrl + Alt + M
Move Down Pages	Ctrl + Page Down
Move Down Pages	Ctrl + Alt + M
Move to Existing Notebook	Ctrl + G
Focus on Section Header	Ctrl + Shift + G
Focus on Page Tab	Ctrl + Alt + G

Formatting

Highlight Selected text	Ctrl + Shift + H
Insert Date Stamp	Alt + Shift + D
Insert Date & Time Stamp	Alt + Shift + F
Increase Indent	Alt + Shift + +
Decrease Indent	Alt + Shift + -
Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Heading 1 Style	Ctrl + Alt + 1
Heading 2 Style	Ctrl + Alt + 2
Heading 3 Style	Ctrl + Alt + 3
Format Painter	Ctrl + Shift + C
Clear All Formatting	Ctrl + Shift + N

Tagging

Apply, Mark or Clear Tag in the numbered position
This may be overwritten to your own specification

First - > Ninth	Ctrl + 1 - 9
Clear All Tags From Selected Text	Ctrl + 0
Find Tags Pane	Alt + H, + G

Other

Force Sync	F9
Search	Ctrl + E
Full Page View	F11
Email selected page	Ctrl +Shift + E

Notes

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